

Chris-Leef General Agency
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APARTMENT APPLICATION

- 1) PROPERTY NAME _____
- 2) LOCATION:
STREET: _____
PROPERTY MANAGER: _____
INSIDE CITY LIMITS? _____ AGE? _____ CONSTRUCTION: _____
NUMBER OF STORIES? _____ NUMBER OF BUILDING? _____
NUMBER OF UNITS? _____ SQUARE FOOTAGE? _____
OCCUPANCY % _____ NUMBER OF VACANT UNITS? _____
FIREPLACES ON PREMISES? _____ ARE PETS ALLOWED? _____
- 3) TYPE PROJECT/OVERALL RATING OF PREMISES EXCELLENT GOOD FAIR POOR
AVERAGE MONTHLY RENTS: 1BR _____ 2BR _____ 3BR _____ OTHER: _____
ANY SUBSIDIZED UNITS? _____ NUMBER: _____
IF SO, WHAT TYPE? _____
IN A STABLE NEIGHBORHOOD? _____ NEIGHBORHOOD IN DECLINE? _____
ANY VACANT BUILDINGS IN NEIGHBORHOOD? _____
OVERALL CONDITION OF NEIGHBORHOOD: EXCELLENT GOOD FAIR POOR
- 4) RENOVATION/MOST RECENT UPDATES/SURROUNDING EXPOSURES (PRIOR TO 1976):
IS COMPLEX CURRENTLY UNDER RENOVATIONS? _____
IF SO, ESTIMATED COST OF RENOVATIONS? _____
ROOF: _____ YEAR: _____ TYPE: _____
PLUMBING: _____ YEAR: _____
WIRING (CHECK ONE): COPPER ALUMINUM
IF ALUMINUM, IS IT: PIGTAILED? _____
A/C-HEATING: _____ YEAR: _____ TYPE (CHECK ONE): GAS ELECTRIC
LAUNDRY/APPLIANCES: _____ YEAR: _____
SIDEWALKS: _____ YEAR: _____
PARKING AREA: _____ YEAR: _____
- 5) SWIMMING POOL(S):
NUMBER OF POOLS: _____ DIVING BOARDS? _____ LIFEGUARD? _____
STEPS INTO SHALLOW AND WITH HANDRAILS? _____
LADDER AT DEEP AND WITH HANDRAILS? _____
A) IS THE POOL AREA COMPLETELY SURROUNDED BY BUILDING WALLS OR A FENCE
OF AT LEAST FOUR FEET? _____
B) ARE GATES OR DOORS OPENING INTO THE POOL AREA EQUIPPED WITH A SELF-
CLOSING AND SELF LATCHING DEVICE? _____
C) ARE THE DEPTH MARKINGS CLEARLY MARKED? _____
D) ARE WARNING SIGNS POSTED AND CLEARLY VISIBLE:
1. WARNING - "NO LIFEGUARD ON DUTY" (WITH LETTERS AT LEAST
FOUR INCHES TALL)? _____
2. "NO CHILDREN ALLOWED WITHOUT AN ADULT IN ATTENDANCE"? _____
E) IS RESCUE EQUIPMENT, INCLUDING A RING BUOY AND 12 FOOT POLE OR
SHEPHERD'S HOOK MAINTAINED? _____

6) OTHER RECREATIONAL FACILITIES:
TYPE: _____ CONDITION? _____

7) FIRE PROTECTION:
SPRINKLER ED? _____
SMOKE DETECTORS? _____ HARD WIRE OR BATTERY? _____
IF BATTERY, ARE MEASURES TAKEN TO MAINTAIN SMOKE DETECTORS ARE KEPT
OPERATIONAL? _____
FIRE EXTINGUISHER? _____ IN EACH UNIT? _____

(8) SECURITY:
IS SECURITY PROVIDED? YES NO
IF SO, WHAT TYPE: PATROL GAGED ACCESS ALARM SYSTEMS IN EACH UNIT

IF PATROL, PLEASE ANSWER THE FOLLOWING QUESTIONS:

A) ARMED OR UNARMED? _____
B) ARE THE GUARDS EMPLOYEES OF THE MANAGEMENT OR INDEPENDENT
CONTRACTORS? _____

IF INDEPENDENT CONTRACTORS, WHAT LIMITS ARE CARRIED? _____

C) IS THE SECURITY 24 HOUR? _____
D) WHAT ARE THE GUARDS RESPONSIBLE FOR?
 RESIDENTS SAFETY COMPLEX & AMENITIES

IF GATED, PLEASE ANSWER THE FOLLOWING QUESTIONS:

A) IS THE ENTIRE APARTMENT COMPLEX GATED? _____
B) HOW IS ACCESS OBTAINED? GUARD AT GATE CARD SECURITY CODE
C) WHO IS GIVEN ACCESS? _____
D) IF THE GATE IS CARD OR SECURITY CODE ACCESS, HOW OFTEN IS
MAINTENANCE DONE ON THE GATE? _____

WHAT PROCEDURE IS IN PLACE IF GATE IS NOT WORKING? _____

IF ALARM SYSTEMS, PLEASE PROVIDE ANSWERS TO THE FOLLOWING QUESTIONS:

A) ARE ALARM SYSTEMS IN EVERY UNIT? _____
B) ARE THE RESIDENTS SHOWN HOW TO OPERATE THE ALARM SYSTEMS? _____
C) WHO MONITORS THE ALARMS? _____
D) HOW OFTEN ARE THEY TESTED? _____

DO THE RESIDENTS DOORS OR WINDOWS CONTAIN ANY OF THE FOLLOWING?

- | | |
|--|---|
| <input type="checkbox"/> PEEP HOLES IN FRONT DOORS | <input type="checkbox"/> LOCK PINS FOR WINDOWS & SLIDING GLASS DOORS |
| <input type="checkbox"/> WINDOW LOCKS | <input type="checkbox"/> DEAD BOLTS |
| <input type="checkbox"/> CHARLIE BARS ON SLIDING GLASS DOORS | <input type="checkbox"/> DEAD BOLTS WITH CHAINS |

MASTER KEYS AND LOCKS:

A) HOW DOES MANAGEMENT HANDLE THE MONITORING OF MASTER KEYS? _____
B) HOW DOES THE MASTER KEYS SECURED DURING NON-BUSINESS HOURS? _____
C) HOW MANY EMPLOYEES HAVE ACCESS TO THE MASTER KEYS? _____
D) WHAT PROCEDURES ARE SET-UP WHEN A MASTER KEY IS MISSING? _____
E) DO APARTMENT NUMBERS APPEAR ON KEYS? _____
F) HOW ARE LOCKS HANDLED UPON VACANCY OF RESIDENTS?
 RE-KEYED CHANGED COMPLETELY

MANAGEMENT:

A) BACKGROUND CHECKS:

- 1) WHO MANAGES THE PROPERTY?
 OWNER PROPERTY MANAGER OTHER (EXPLAIN) _____
- 2) ARE EMPLOYMENT/CRIMINAL BACKGROUND CHECKS DONE PRIOR TO EMPLOYMENT? YES NO
- 3) IF SO, WHO PERFORMS BACKGROUND CHECKS? _____
 IF INDEPENDENT CONTRACTOR, DO YOU OBTAIN CERTIFICATE OF INSURANCE?
 YES NO IF SO, WHAT LIMITS ARE CARRIED? _____
- 4) FULL TIME MAINTENANCE ON PREMISES? YES NO
- 5) ARE MAINTENANCE PERSONNEL INDEPENDENT CONTRACTOR OR EMPLOYEE?

- 6) SUBMIT COPY OF LEASE AGREEMENT.
 TERM OF LEASE? _____ MONTHS.
- 7) PERCENT OF STUDENTS LEASED TO? _____

LOSS INFORMATION:

- A) LIST LOSSES THAT HAVE OCCURRED SINCE SECURITY SERVICE HAS BEEN EMPLOYED: _____
- B) ARE FIVE (5) YEARS OF HARD COPY LOSS RUNS AVAILABLE? _____

CRIMINAL INCIDENTS:

- A) DOES THE MANAGEMENT ADVISE RESIDENTS OF ALL CRIMINAL ACTIVITY THAT HAS TAKEN PLACE UPON THE PROPERTIES? _____
 HOW IS THIS DONE? _____
- B) IS THIS INFORMATION PROVIDED TO PERSPECTIVE RENTERS IF REQUESTED?

CLUBHOUSE EXPOSURE:

- A) IS PLAYGROUND EQUIPMENT ANCHORED AND SECURE? _____
- B) DESCRIBE ANY OTHER RECREATIONAL FACILITIES (i.e. TENNIS COURTS, BASKETBALL COURTS, WEIGHT ROOMS) _____

APPLICANT'S SIGNATURE: _____ DATE: _____

AGENT: _____

ADDRESS: _____

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